



## **Wickliffe Community Center Room Rental Guidelines**

1. Must be a Wickliffe resident to rent rooms. Show I.D. and current utility bill at contract signing at Recreation Department at Wickliffe city Hall. Payment of security deposit and rental fee holds date.
2. Wickliffe resident who rents room(s) must attend function from start to finish.
3. No smoking or pets permitted in the facility.
4. "Gambling" or "for profit" parties are not permitted at the center.
5. Rates: \$60 per hour per room with 2 hour minimum, add kitchen at \$40 for the day for use of warming stove prep area.
6. Renter must make full payment including security deposit at time of reservation to hold the date. Cash, check or credit card are accepted. Payment will be deposited within three business days of booking. Renter will be responsible for any bank fees incurred due to returned check.
7. Security deposit check (\$100 or \$200) will be returned to renter via postal service within 10 business days if the facility is cleaned with garbage taken to the dumpster and rooms returned to original status. Security deposit is subject to a deduction if the facility is not returned to pre-rental status.
8. "Warming" kitchen – stove may be used for warming only. Convection ovens and steam table are not available during the rental. No kitchen equipment is provided (i.e. utensils, pans, tools, etc.).
9. "Rental" refrigerator and freezer are available at no charge. Sink usage for light clean-up is permitted. Wipe down after use. Refrain from using garbage disposal. Throw food remains into the garbage.
10. Guests must enter and leave through south (parking lot) and east (Worden Road) entrances.
11. The resident is responsible for seeing that all rules and regulations are followed.
12. Set up and clean up must be within the time of rental. Entrance to the building is based on rental time. Early entries are not possible. Renter must vacate the building by the end of rental time.
13. No decorations on the walls or ceiling.
14. Renters must clean tables and counters and remove objects from the floor such as paper, confetti, spills and remnants of food. See Building Monitor for cleaning supplies.
15. Renter must return room(s) and kitchen to pre-rental condition.
16. Renter must empty all garbage into the dumpster in the parking lot.
17. Renter is responsible for their own audio / visual equipment.
18. Room capacity is forty persons set by fire department.
19. Room assignment is subject to change if there is more than one rental on the same day and time. Adding the rental of kitchen for \$40 for the event secures use of Café A.
20. Other rooms of the facility are not available during rental other than the restrooms and waiting areas. Outside patio and bocce courts are not included in the rental. These are considered park amenities and are open to the public. Renters are welcome to use outside facilities, but are not part of the rental.
21. Unruly behavior, profanity and abusive language by children or adults will not be tolerated.
22. The Building Monitor is in charge and has full authority to act definitively regarding any issue.
23. Rental days are Friday (5:00pm-9:00pm). Saturday and Sunday (Noon- 9:00pm).
24. The City of Wickliffe is not responsible for any damage to any property brought in by an individual or group, regardless of cause; nor shall the City be liable to any individual or group for any loss by theft.
25. If anything is damaged in the room during the rental, it must be reported immediately. The cost of repairing any damage to the facility or its contents shall be charged directly to the application holder. Such cost will be charged against the security deposit.
26. Renter assumes all risks associated with social gathering COVID-19 and holds the city and its representatives harmless for any exposures resulting from the use of this public facility. Renter agrees to follow current federal, state and city guidelines regarding COVID viruses.
27. Failure to comply with any of the above rules my result in the immediate removal from the premise and forfeiture of rental fees and security deposit.



The City of  
**Wickliffe**

## **Wickliffe Community Center Rental Rates**

The City of Wickliffe is pleased to offer our residents the opportunity to host your next function at the Wickliffe Community Senior Center located at 900 Worden Road. This impressive and beautiful setting is the perfect facility to host a birthday party, baby shower, graduation party, family reunion or first communion celebration. Only Wickliffe residents can rent the facility and must be present during the event. (Proof of residency required—utility bill and driver's license at time of sign up.)

The flexibility of this center allows for single or multiple room rentals that can accommodate from a small, intimate party to a full facility rental for up to 120 guests with tables. A "warming" stove (\$40 fee) may be added to your event which includes the use of a refrigerator, freezer and wash-up sinks. All serving plates, cups, pots and pans, eating and serving utensils should be brought by the renter. Catered parties should consult our Recreation Department for further kitchen details.

The Center is rentable on Fridays from 5PM-9PM and Saturdays / Sundays from Noon – 9PM. (Rental period includes the necessary set up and clean up time before and after each event.)

Wickliffe based, non-profit, civic and community groups may meet free of charge weeknights from 5-9PM. Call for room availability. Rooms must be reserved in advance. No walk-ins.

**Room Rental:**

**\$60 per hour for three sections; (4<sup>th</sup> section is additional \$30 per hour if needed)  
\$40 to add Kitchen during party.**

The entire facility is smoke and pet free. Abuse of this policy may result in event termination and loss of deposit. Alcohol is permitted with a \$200 security deposit in addition to current hourly rate for Wickliffe auxiliary police officer. This fee is paid directly to the officer.

"Gambling" parties are not permitted. Daytime professional meetings available upon request.

A Security / Damage / Clean-Up Deposit of **\$100 (\$200 w/ alcohol)** will be required for each rental regardless of size of the party. Facility should be returned to "pre-event" condition. Full payment including security deposit secures your date.

Contact the Wickliffe Recreation Department at **440-943-7120** to arrange a visit, discuss further details and determine a date for your function.

*Neither the City of Wickliffe, nor the employees of the City of Wickliffe shall be held accountable for any items that are lost or stolen during meetings or rental parties. All persons associated with the rental usage of a meeting room shall indemnify and hold harmless the City of Wickliffe and all of its representatives from any claim or damages on account of personal injury or property damage from the use of any portion of the center or adjoining grounds.*